

ADMINISTRATIVE - INTERNAL USE ONLY

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

NO : 3-77

7 January 1977

TO : All Training Officers of the Agency

SUBJECT: ORIENTATION FOR NEW EMPLOYEES

This new course is designed to offer Agency orientation to new employees--primarily nonprofessionals--who until now have not been eligible for other introductory courses. (New professional employees should continue to be enrolled in the Introduction to CIA course.) By attending the course, participants are expected to gain a basic understanding of the missions and structure of CIA and an appreciation of the rights and responsibilities of its employees. Agency structure will be stressed the first two days; the rights and responsibilities of employees will be covered on the last two days. This course will not teach secretarial or clerical skills, but will include one lecture/discussion on general office protocol. The course is open to all new employees with a minimum of two months' service, but who have less than two years' employment in the Agency. There is no grade requirement. For questions on

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Initial Running	:	25-28 January 1977
Length	:	4 days, full-time
Place	:	Chamber of Commerce Building
Frequency	:	10 times per year
Class Size	:	Maximum of 45 students
Special Requirements/ Prerequisites	:	Two months on-the-job experience but not more than two years' service.
Registration Deadline	:	Two weeks prior to start of course.